



EMPLOYMENT OPPORTUNITY

1. RPA #	11181-DSA
ANALYST'S INITIALS	PMC
DATE	10/8/08

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Office Assistant (General) P/I	POSITION NUMBER 720-350-1441-902	TENURE PERMANENT	TIME BASE INTERMITTENT	CBID R-04
OFFICE OF Division of the State Architect	LOCATION OF POSITION (CITY or COUNTY) LOS ANGELES		MONTHLY SALARY Range A: \$2074 - \$2519 Range B: \$2280 - \$2770	
SEND APPLICATION TO: Division of the State Architect 700 N. Alameda Street, Suite 5-500 Los Angeles, CA 90012	REPORTING LOCATION OF POSITION 700 N. Alameda Street, Suite 5-500		POST & BID FILE BY: FILE BY 10/22/08	
Attn: Gaby Trebino	SHIFT AND WORKING HOURS DAYS - 8 am – 5 pm (flexible)			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (213) 897-3995	PUBLIC PHONE NUMBER () -		
SUPERVISED BY AND CLASS TITLE Patricia Taylor, Supervising Program Technician II				

*****NOT SUBJECT TO EXECUTIVE ORDER S 08-09***
PLEASE INDICATE RPA # 11181 ON YOUR STATE APPLICATION.**

SELECTION CRITERIA - -

- Please submit a completed State Application (STD 678) and resume to the address above.
- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES

Under direct supervision of the Supervising Program Technician II, the incumbent will be responsible for data entry, form verification and file maintenance for the Division of the State Architect (DSA), Los Angeles Regional Office and performing other clerical duties such as answering phones, data entry and copying.

ESSENTIAL FUNCTIONS

The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

In order to provide clerical support to the plan and field review staff using a personal computer and office software (i.e. Microsoft Word and ETracker) in accordance with the ETracker Reference Manual and the *DGS Guidelines for All Correspondence*, processes Change Orders, Addendums and Deferred Approvals as directed on the project transmittal form by:

- Entering updated project data into the ETracker system;
- Verifying that existing data is entered correctly and updating entries as needed;
- Assembling correspondence for mailing; and,
- Making photocopies of letters and other documents as directed and placing copies in the project file.

CLASS TITLE Office Assistant (General) P/I	POSITION NUMBER 720-350-1441-902	RPA NUMBER 11095-DSA	FILE BY 10/22/08
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In order to provide clerical support to the project closing staff, prepares 90-day and closing letters and assembles for mailing to clients using existing document templates in MS Word and the project file as directed by the Enter/Verifier in accordance with the *DGS Guidelines for All Correspondence*.

Files project documents such as contract information, inspector qualification (Form 5) approval letters, closing finals, verified reports, change orders, and addendums into project file following established DSA Business Office Guidelines in order to maintain complete and organized project files as directed by the supervisor.

MARGINAL FUNCTIONS
Assists in the coverage of the front reception area of the office by answering the telephone, taking messages, greeting and directing visitors, and referring inquiries to the appropriate staff in order to provide constant coverage at the public counter and main telephone line according to office policy.

KNOWLEDGE AND ABILITIES
Knowledge of: NA

Ability to: Perform clerical work; follow directions; make arithmetic calculations with speed and accuracy; read and write English at a level required for successful job performance; meet and deal tactfully with the public, co-workers and/or clients, either face to face or by telephone.

DESIRABLE QUALIFICATIONS
Special personal characteristics:
Dependable and good attendance record
Positive, service-oriented customer service attitude.
Cooperative attitude and willingness to take direction from Supervisor and lead staff.

Additional qualifications:
Intermediate personal computer skills including electronic mail, word processing, and routine database activity.
Ability to communicate effectively with clients and co-workers at all levels both verbally and in writing.

Interpersonal skills:
Ability to work as a team member and independently

Work Environment, Physical or Mental Abilities

- Professional office environment, business-casual dress according to current policy.
- Move objects up to 45 pounds, such as project drawings and files.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Interpret a variety of instructions furnished in written or oral form.